To Unprotect the FEATS form:

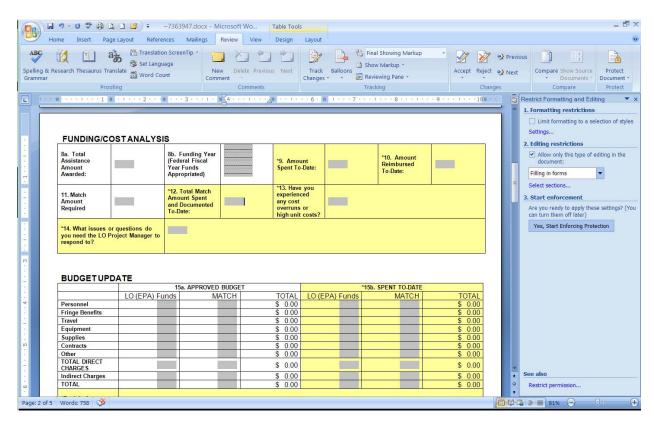
- 1. Open the FEATS form, and choose "No" when asked if you want to open in read-only mode.
- 2. Click on the "Review" tab.
- 3. Click on the "Protect Document" button (last one on the right) and a drop down menu will appear.
- 4. Check the "Restrict Formatting and Editing" box under "Restrict Viewing Options".
- 5. At the bottom of the blue column is a "Stop Protection" button, click it.
- 6. A dialogue box will pop up asking for you to enter the password, enter the word FEATS in all caps and click "Ok".

Now you have editing rights. Remember that while you are in this mode, the boxes are in "edit" mode, not "fill in" mode and so the functionality, depending on the box, may be different.

Once you have made the appropriate edits and saved the document, you will want to protect (lock) the form so that your subawardees will be able to enter information into the boxes.

To Protect the FEATS form:

- 1. The blue column to the right (Restrict Formatting and Editing) should still be open. If not, click on the "Protect Document" button and it will open again.
- 2. Make sure "2. Editing Restrictions" is checked and the drop down is highlighted on "filling in forms".



- 3. Then click on the "Yes, start enforcing protection" button.
- 4. A dialogue box will pop up asking for a password.
- 5. Type in FEATS
- 6. Type in FEATS again to confirm password.
- 7. Now your document is in protect mode.
- 8. Save your document.